

## Planner Position

Ready for the rough and tumble planning world of Takoma Park?

The City of Takoma Park offers a planning position at the macro and micro level in the progressive, alternative community of Takoma Park. We need an organized, outgoing, personable addition to the Housing and Community Development office to design and conduct community, association and investor outreach for revitalization projects and mixed-use redevelopment, help international small businesses grow their market share, implement a variety of projects on time and within budget, and further the multi-modal transportation goals of the City.

The successful applicant will work with a dedicated planning staff in an office just a ten minute walk from the Takoma Metro station and in a community 20 minutes from downtown Washington, DC.

The position is grade 32, with an hourly range of \$24.93-27.70 depending on qualifications. Competitive benefits package provided.

## Basic Qualifications

- A master's degree from an accredited college or university program in community planning, urban design, economic development, or a related field and one to two years of progressively responsible experience or the equivalent.
- Experience in project management, grant writing and administration, meeting and workshop facilitation, and community organizing.
- A valid state driver's license.
- A strong interest in revitalization, smart growth, and redevelopment.

AICP accreditation preferred.

## Required Skills

- Strong written and oral communication
- Strong interpersonal/community organizing and outreach
- Competency in word processing, spreadsheets and PowerPoint
- Urban design

NCI certified manager, GIS, Adobe Creative Suite competency, and fluency in Spanish, French or Amharic preferred.

## Application Submissions

- Letter of interest
- Resume
- City of Takoma Park Employment Application ([www.takomaparkmd.gov](http://www.takomaparkmd.gov))
- Two page writing sample

Incomplete applications will not be considered.

## **Deadline**

Applications received by Tuesday, September 6 will be considered for the first round of interviews.

## **E-mail, fax or mail materials to:**

City of Takoma Park  
Human Resources  
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[www.takomaparkmd.gov](http://www.takomaparkmd.gov)